

Standard Department Narrative Form

Department Name: **Treasurer/Tax Collector**

Department Number 145

Purpose of Department/Mission

This office is responsible for billing and collecting all monies due to the Town, including but not limited to Real Estate, Personal Property, Motor Vehicle, Boat and Farm Animal Excise taxes, Departmental receipts, Sewer use bills, etc., and parking tickets.

Department Staffing

- One full-time elected Treasurer/Tax Collector
- Two full-time Treasury/Collection Specialists
- One part-time Treasury/Collection Specialist (25 hours per week)

Mandated Services

- Depositing and investing all cash receipts and maintaining accurate records of such deposits.
- Responsible for printing, mailing and collecting all real estate, district, personal property, excise, and sewer use bills.
- Maintains custody of stabilization funds trust funds enterprise funds, investments, and all other funds of the town not specifically allocated to other agencies or by general law or special act.
- Maintain tax title accounts, and prepare document required to petition foreclosure when appropriate.
- Responsible for closing and reconciliation of all books and accounts in the Treasurers office, including the cash books, warrants, (including vendor, payroll) Bank accounts (checking accounts, trust funds, and bond and coupon accounts), insurance programs, retirement funds debt records and tax title accounts.
- Issuance of Debt – Long term or Short term
- Receiving, accounting for, and disbursing all payroll and personnel deduction amounts (taxes, retirement, insurance, etc.)
- Reports required to be submitted to the Bureau of Accounts, including an annual filing before June 30, of the quarterly report of reconciliation of treasurer's cash.
- This office is responsible for issuing Municipal lien certificates, which list all taxes and other assessments including sewer use fees, which at the time, constitute an unrecorded lien on the parcel if not listed.
- Furnish a delinquency list to appropriate licensing and permitting authorities/department
- Discharging betterments liens on a property
- Preparation of budgets for the Collectors' office, town and sewer debt, Health insurance for each, and also for the sewer billing.
- Preparation of documents for the annual report in a manner, which communicates important information to the taxpayers and interested parties.

Other Programs/Services Provided

- Health and Life insurance reporting and benefit administration including employee education of available benefits
- Processing workers compensation claims
- Distribution of the landfill stickers and the collection of the money from local stores
- Public relations with various attorneys and mortgage companies and tax services regarding current and delinquent taxes.
- Acts as alternate telephone operator.
- Information and help desk

Revenues Generated

- All tax revenue is billed and collected through this office
- Sewer user fees, residential and industrial
- Forest Warden fees
- DPW gas reimbursements
- Airport PILOTS, lease fees and other misc. fees
- Other PILOTS or lease fees
- Sale of landfill and barrel stickers in this office
- Deerfield's share of the Animal Control Officer budget
- Gill's share of the Council on Aging Director's salary